

_____**PARISH POLICE JURY**
_____, Louisiana

General Purpose Financial Statements
As of and for the Year Ended December 31, 19____
With Supplemental Information Schedules

CONTENTS

	Statement	Page
Transmittal		4
Affidavit		5
Certificate (R.S. 48:757)		6
General Purpose Financial Statements:		
Combined Balance Sheet - All Fund Types, Account Groups, and Discretely Presented Component Units	A	7
Governmental and Expendable Trust Funds and Discretely Presented Component Units:		
Combined Statement of Revenues, Expenditures, and Changes in Fund Balances	B	9
Primary Government Combined Statement of Revenues, Expenditures, and Changes in Fund Balances - Budget (GAAP/Non-GAAP Basis) and Actual:		
General and Special Revenue Funds	C	12
Debt Service and Capital Projects Funds	D	13
Proprietary and Non-Expendable Trust Funds and Discretely Presented Component Units:		
Combined Statement of Revenues, Expenses, and Changes in Retained Earnings/Fund Balances	E	14
Combined Statement of Cash Flows	F	15
Notes to the Financial Statements		17

_____**PARISH POLICE JURY**
_____, Louisiana
Contents, December 31, 19__

CONTENTS (CONT.)

	Schedule	Page
Supplemental Information Schedules:		
Primary Government:		
Special Revenue Funds:		
Combining Balance Sheet	1	59
Combining Schedule of Revenues, Expenditures, and Changes in Fund Balances	2	60
Debt Service Funds:		
Combining Balance Sheet	3	63
Combining Schedule of Revenues, Expenditures, and Changes in Fund Balances	4	64
Capital Projects Funds:		
Combining Balance Sheet	5	66
Combining Schedule of Revenues, Expenditures, and Changes in Fund Balances	6	67
Proprietary and Non-Expendable Trust Funds:		
Combining Balance Sheet	7	69
Combining Schedule of Revenues, Expenses, and Changes in Retained Earnings	8	70
Combining Schedule of Cash Flows	9	71

CONTENTS (CONT.)

	Schedule	Page
Supplemental Information Schedules: (Cont.)		
Component Units - Governmental Funds:		
Combining Balance Sheet	10	74
Combining Schedule of Revenues, Expenditures, and Changes in Fund Balances	11	76
Component Units - Proprietary Funds:		
Combining Balance Sheet	12	79
Combining Schedule of Revenues, Expenses, and Changes in Retained Earnings	13	81
Combining Schedule of Cash Flows	14	82
Schedule of Compensation Paid Board Members	15	84
Schedule of Expenditures of Federal Awards	16	85
Notes to the Schedule of Expenditures of Federal Awards	86	
Summary Schedule of Prior Audit Findings	17	87
Corrective Action Plan for Current Year Audit Findings	18	88

TRANSMITTAL LETTER

ANNUAL FINANCIAL STATEMENTS

(Date)

Office of Legislative Auditor
Attention: Ms. Suzanne Elliott
1600 North Third
P.O. Box 94397
Baton Rouge, LA 70804-9397

Dear Ms. Elliott:

In accordance with Louisiana Revised Statute 24:514, enclosed are the annual financial statements for the _____ Parish Police Jury as of and for the fiscal year ended December 31, 19____. The report includes all funds under the control and oversight of the police jury (list any exceptions). The following component units within the parish have been included within the accompanying report:

The accompanying financial statements have been prepared in accordance with generally accepted accounting principles (list any exceptions).

Sincerely,

Secretary-Treasurer

Enclosure

STATE OF LOUISIANA

(Name of Parish Governing Authority)

REPORT OF

TREASURER

TO

LEGISLATIVE AUDITOR

As of and for the Year Ended December 31, 19____

In accordance with Louisiana Revised Statute 24:514

AFFIDAVIT

Personally came and appeared before the undersigned authority, _____,
Treasurer of _____ Parish, who, duly sworn, deposes and says that the financial
statements herewith given are a fair presentation of the financial position of the _____
Parish Police Jury as of December 31, _____, and the results of the operations for the year then
ended in accordance with generally accepted accounting principles.

TREASURER

Sworn to and subscribed before me, this _____ day of _____, 19____.

NOTARY PUBLIC

CERTIFICATE

OF

(Governing Authority)

TO THE

LEGISLATIVE AUDITOR

Required by Louisiana Revised Statute 48:757

I, _____, President of _____, do hereby certify in behalf of the parish governing body that funds made available during the year January 1, 19____, to December 31, 19____, pursuant to Louisiana Revised Statutes 48:751-760, have been expended in accordance with provisions contained in those statutes and other standards established by law.

PRESIDENT

Sworn to and subscribed before me this _____ day of _____, 19____.

NOTARY PUBLIC

My commission expires _____.

_____ **PARISH POLICE JURY**
_____, Louisiana

General Purpose Financial Statements
As of and for the Year Ended December 31, 19____

INTRODUCTION

The _____ Parish Police Jury is the governing authority for _____ Parish and is a political subdivision of the State of Louisiana. The police jury is governed by _____ jurors representing the various districts within the parish. The jurors serve four-year terms that expire on January __, 19__.

Louisiana Revised Statute (R.S.) 33:1236 gives the police jury various powers in regulating and directing the affairs of the parish and its inhabitants. The more notable of those are the power to make regulations for its own government; to regulate the construction and maintenance of roads, bridges, and drainage systems; to regulate the sale of alcoholic beverages; and to provide for the health and welfare of the poor, disadvantaged, and unemployed in the parish. Funding to accomplish these tasks is provided by ad valorem taxes, beer and alcoholic beverage permits, state revenue sharing, and various other state and federal grants.

(Include specific information about the police jury, such as size of parish, population, miles of roads maintained, number of employees, etc.)

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. BASIS OF PRESENTATION

The accompanying financial statements of the _____ Parish Police Jury have been prepared in conformity with generally accepted accounting principles (GAAP) as applied to governmental units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles.

B. REPORTING ENTITY

As the governing authority of the parish, for reporting purposes, the _____ Parish Police Jury is the financial reporting entity for _____ Parish. The financial reporting entity consists of (a) the primary government (police jury), (b) organizations for which the police jury is financially accountable, and (c) other organizations for which nature and significance of their relationship with the police jury are such that exclusion would cause the reporting entity's financial statements to be misleading or incomplete.

_____, Louisiana
Notes to the Financial Statements (Continued)

PARISH POLICE JURY

GASB Statement No. 14 established criteria for determining which component units should be considered part of the _____ Parish Police Jury for financial reporting purposes. The basic criterion for including a potential component unit within the reporting entity is financial accountability. The GASB has set forth criteria to be considered in determining financial accountability. This criteria include:

1. Appointing a voting majority of an organization's governing body, and
 - a. The ability of the police jury to impose its will on that organization and/or
 - b. The potential for the organization to provide specific financial benefits to, or impose specific financial burdens on the police jury.
2. Organizations for which the police jury does not appoint a voting majority, but are fiscally dependent on the police jury.
3. Organizations for which the reporting entity financial statements would be misleading if data of the organization is not included because of the nature or significance of the relationship.

As required by generally accepted accounting principles, these financial statements present the _____ Parish Police Jury (the primary government) and its component units. The component units included in the accompanying financial statements are either blended with the police jury funds or discretely presented.

Blended Component Units

Component units that are legally separate from the police jury, but are so intertwined with the police jury that they are, in substance, the same as the police jury are blended component units. For a component unit to be blended, the organization's board and the police jury must be substantively the same, or the organization must provide services entirely or almost entirely to the police jury. The following component units are reported as part of the police jury and *blended* with the appropriate police jury funds:

(For each blended component unit, disclose the following:

1. Name of the component unit.
2. Brief description of the component unit.
3. Fiscal year-end.
4. Relationship of the component unit to the primary government.

_____**PARISH POLICE JURY**
_____, Louisiana
Notes to the Financial Statements (Continued)

5. Discussion of the criteria used for including the component unit.
6. Identification of how the financial statements of each individual component unit may be obtained.)

Discretely Presented Component Units

Component units that are legally separate from the police jury, but are financially accountable to the police jury, or whose relationship with the police jury are such that exclusion would cause the police jury's financial statements to be misleading or incomplete are discretely presented. The Component Units column of the combined financial statements include the financial data of these discretely presented component units. They are reported in a separate column to emphasize that they are legally separate from the police jury.

The following component units are discretely presented in the accompanying financial statements:

(For each discretely presented component unit, disclose the following:

1. Name of the component unit.
2. Brief description of the component unit.
3. Fiscal year-end.
4. Relationship of the component unit to the primary government.
5. Discussion of the criteria used for including the component unit.
6. Identification of how the financial statements of each individual component unit may be obtained.)

The following presents the condensed financial statements for each of the discretely presented component units:

[Condensed financial statement information should be disclosed for each major component unit included in the component units column(s) in the general purpose financial statements. For all nonmajor discretely presented component units, the

_____**PARISH POLICE JURY**
_____, Louisiana
Notes to the Financial Statements (Continued)

financial statement information should be presented in the aggregate. The minimum condensed financial statement information follows:

Condensed balance sheet:

1. Current assets. (Amounts due from the primary government and other component units should be separately identified.)
2. Property, plant, and equipment (including general fixed assets).
3. Amounts to be provided (and available) for the retirement of general long-term debt.
4. Current liabilities. (Amounts due to the primary government and other component units should be separately identified.)
5. Bonds and other long-term liabilities outstanding. (Amounts due to the primary government and other component units should be separately identified.)

Condensed statements of revenues, expenses, and changes in equity for component units that use proprietary fund accounting:

1. Operating revenues (total revenues from sales of goods or services). (Sales to the primary government and other component units should be separately identified.)
2. Operating expenses. (Depreciation, depletion, and amortization expense should be separately identified.)
3. Operating income or loss (operating revenues less operating expenses).
4. Operating grants, entitlements, and shared revenues.
5. Transfers to/from the primary government and other component units.
6. Tax revenues.
7. Net income or loss (total revenues less total expenses).
8. Current capital contributions

_____**PARISH POLICE JURY**
_____, Louisiana
Notes to the Financial Statements (Continued)

Condensed statements of revenues, expenditures, and changes in fund balances for component units that use governmental fund accounting:

1. Revenues.
2. Current expenditures.
3. Capital outlay expenditures.
4. Debt service expenditures.
5. Transfers to/from the primary government and other component units.
6. Excess (deficiency) of revenues and expenditures.]

Component Units Excluded

The general purpose financial statements do not include the following component units:

(Each component unit excluded from the general purpose financial statements should be included here with the appropriate reason for exclusion and financial impact on the particular fund type.)

Other Organizations

(The police jury may appoint some, or all, governing board members of organizations that are not included as component units in the primary government's reporting entity. These organizations are classified as (a) related organizations, (b) joint ventures and jointly governed organizations, and (c) component units of another government with characteristics of a joint venture or jointly governed organization. For each of these organizations, the following should be disclosed:

1. The nature of the police jury's accountability.
2. Description of the police jury's ongoing financial interest or responsibility.
3. Related party transactions.
4. Availability of separate financial statements of the organization.)

Considered in the determination of component units of the reporting entity were the _____ Parish Sheriff and School Board and the various municipalities in the parish. It was determined that these governmental entities are not component units of

the _____ Parish Police Jury reporting entity because they have separately elected governing bodies, are legally separate, and are fiscally independent of the _____ Parish Police Jury.

C. FUND ACCOUNTING

The police jury uses funds and account groups to report on its financial position and the results of its operations. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions relating to certain government functions or activities.

A fund is a separate accounting entity with a self-balancing set of accounts. On the other hand, an account group is a financial reporting device designed to provide accountability for certain assets and liabilities that are not recorded in the funds because they do not directly affect net expendable available financial resources.

Funds of the police jury are classified into three categories: governmental, proprietary, and fiduciary. In turn, each category is divided into separate fund types. The fund classifications and a description of each existing fund type follow:

Governmental Funds

Governmental funds are used to account for all or most of the police jury's general activities, including the collection and disbursement of specific or legally restricted monies, the acquisition or construction of general fixed assets, and the servicing of general long-term debt. Governmental funds include:

1. General Fund--the general operating fund of the police jury and accounts for all financial resources, except those required to be accounted for in other funds.
2. Special revenue funds--account for the proceeds of specific revenue sources that are legally restricted to expenditures for specified purposes. In addition, the General Fund of each blended component unit is reported as a special revenue fund.
3. Debt service funds--account for transactions relating to resources retained and used for the payment of principal and interest on those long-term obligations recorded in the general long-term obligations account group.
4. Capital projects funds--account for financial resources received and used for the acquisition, construction, or improvement of capital facilities not reported in the other governmental funds.

Proprietary Funds

Proprietary funds are used to account for activities similar to those found in the private sector, where the determination of net income is necessary or useful to sound financial administration. Proprietary funds differ from governmental funds in that their focus is on income measurement, which, together with the maintenance of equity, is an important financial indicator. Proprietary funds include:

1. Enterprise funds--account for operations (a) where the intent of the governing body is that the costs (expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges, or (b) where the governing body has decided that periodic determination of revenues earned, expenses incurred, and/or net income is appropriate for capital maintenance, public policy, management control, accountability, or other purposes.
2. Internal service funds--account for the financing of goods or services provided by one department to other departments or governments on a cost-reimbursement basis.

Fiduciary Funds

Fiduciary funds are used to account for assets held on behalf of outside parties, including other governments, or on behalf of other funds within the police jury. Fiduciary funds include:

1. Expendable trust funds--accounted for in essentially the same manner as governmental funds. The resources, including both principal and earnings, may be expended.
2. Non-expendable trust funds--accounted for in essentially the same manner as proprietary funds. The principal may not be expended.
3. Agency funds--account for assets that the police jury holds on behalf of others as their agent. Agency funds are custodial in nature (assets equal liabilities) and do not involve measurement of results of operations.

D. BASIS OF ACCOUNTING

The accounting and financial reporting treatment applied to a fund is determined by its measurement focus. All governmental funds and expendable trust funds are accounted for using a current financial resources measurement focus. With this measurement focus, only current assets and current liabilities are generally included on the balance

sheet. Operating statements of these funds present increases and decreases in net current assets. The modified accrual basis of accounting is used by all governmental funds, expendable trust funds, and agency funds. The governmental funds and expendable trust funds use the following practices in recording revenues and expenditures:

Revenues

Expenditures

Other Financing Sources (Uses)

Transfers between funds that are not expected to be repaid (and any other financing source/use) are accounted for as other financing sources (uses). (Also, include when recorded.)

All proprietary funds and non-expendable trust funds are accounted for on a flow of economic resources measurement focus and a determination of net income and capital maintenance. With this measurement focus, all assets and all liabilities associated with the operation of these funds are included on the balance sheet. The proprietary funds and non-expendable trust funds use the accrual basis of accounting. Revenues are recognized when earned, and expenses are recognized at the time liabilities are incurred.

E. BUDGETS

The primary government uses the following budget practices:

[This space should be used to describe the police jury and blended component units budget practices. The comments should include the following:

1. The budgetary calendar [specific dates or time frame for (a) when the budget is published in the official journal and made available for public

_____, Louisiana
Notes to the Financial Statements (Continued)

PARISH POLICE JURY

inspection; (b) when the public hearing for the proposed budget was held; and (c) when the budget was adopted].

2. Whether or not appropriations (unexpended budget balances) lapse at year-end.
3. Procedures relative to outstanding encumbrances.
4. Basis of preparing and reporting the budgets and those funds not budgeted, and those components excluded from the budget comparison.
5. The level of administrative authority to make changes or amendments within various budget classifications. Also, disclose if amendments have been made to the original budget and if all amendments are reflected in the budget comparison.

There should be a reconciliation of any non-GAAP budget amounts on Statement C to the amounts on Statement B, using the excess of revenues and other sources over expenditures and other uses as the base of the reconciliation.]

Budgetary data for the discretely presented component units are not presented in the combined statement of revenues, expenditures, and changes in fund balances - budget and actual (Statement C).

F. ENCUMBRANCES

(Describe the primary government and discretely presented component unit's use of encumbrance accounting.)

G. CASH AND CASH EQUIVALENTS

[Describe the primary government and discretely presented component unit's cash and cash equivalents. For example, the police jury's policies may be as follows:

Cash includes amounts in demand deposits, interest-bearing demand deposits, and time deposits. Cash equivalents include amounts in time deposits and those investments with original maturities of 90 days or less. Under state law, the police jury may deposit funds in demand deposits, interest-bearing demand deposits, or time deposits with state banks organized under Louisiana law or any other state of the United States, or under the laws of the United States.]

H. INVESTMENTS

[Describe the primary government and discretely presented component units' investment policy. For example, the police jury's policies may be as follows:

Investments are limited by R.S. 33:2955 and the police jury's investment policy. If the original maturities of investments exceed 90 days, they are classified as investments; however, if the original maturities are 90 days or less, they are classified as cash equivalents.]

[GASB Statement No. 31 requires the following disclosures:

1. The methods and significant assumptions used to estimate the fair value of investments, if that fair value is based on other than quoted market prices.
2. The policy for determining which investments, if any, are reported at amortized cost.
3. For any investments in external investment pools that are not SEC-registered, a brief description of any regulatory oversight for the pool and whether the fair value of the position in the pool is the same as the value of the pool shares.
4. Any involuntary participation in an external investment pool.
5. If an entity cannot obtain information from a pool sponsor to allow it to determine the fair value of its investment in the pool, the methods used and significant assumptions made in determining that fair value and the reasons for having had to make such an estimate.
6. Any income from investments associated with one fund that is assigned to another fund.

GASB Statement No. 31 requires the police jury to report investments at fair value in the balance sheet, except as follows:

1. Investments in *nonparticipating* interest-earning contracts, such as nonnegotiable certificates of deposit with redemption terms that do not consider market rates, should be reported using a cost-based measure, provided that the fair value of those contracts is not significantly affected by the impairment of the credit standing of the issuer or other factors.
2. The police jury may report at amortized cost money market investments and participating interest-earning investment contracts that have a

remaining maturity at time of purchase of one year or less, provided that the fair value of those investments is not significantly affected by the impairment of the credit standing of the issuer or by other factors. Money market investments are short-term, highly liquid debt instruments that include U.S. Treasury obligations. Interest-earning investment contracts include time deposits with financial institutions (such as certificates of deposit), repurchase agreements, and guaranteed investment contracts.

You should refer to GASB Statement No. 31 for guidance relating to the reporting and disclosures of investments and investment income.]

**I. SHORT-TERM INTERFUND
RECEIVABLES/PAYABLES**

During the course of operations, numerous transactions occur between individual funds for goods provided or services rendered. These receivables and payables are classified as due from other funds or due to other funds on the balance sheet. Short-term interfund loans are classified as interfund receivables/payables. Receivables and payables between the primary government and discretely presented component units are disclosed separately from interfund balances as due to/from component units.

J. ADVANCES TO OTHER FUNDS

Noncurrent portions of long-term interfund loan receivables are reported as advances and are offset equally by a fund balance reserve account, which indicates that they do not constitute expendable available financial resources and, therefore, are not available for appropriation.

K. INVENTORIES

[Describe the primary government and discretely presented component unit's inventory policies. For example, the police jury's policies may be as follows:

Inventories are valued at the lower of cost or market (specify any other method of valuation). Inventories in the governmental funds consist of expendable supplies held for consumption. The expenditures are recognized when the items are purchased (or consumed). Inventories at year-end are equally offset by fund balance reserves (if on the purchase method).

Inventories in the proprietary funds consist of _____ and are recorded as an expense when consumed. Inventories are valued at the lower of cost (first-in, first-out; last-in, first-out; etc.) or market.]

L. PREPAID ITEMS

(Describe the primary government and discretely presented component unit's policy for prepaid items.)

M. RESTRICTED ASSETS

Certain proceeds of enterprise fund revenue bonds, as well as certain resources set aside for their repayment, are classified as restricted assets on the balance sheet because their use is limited by applicable bond covenants. (Include the specific restrictions.)

N. FIXED ASSETS

[Describe the primary government and discretely presented component unit's fixed assets policies. For example, the police jury's policies may be as follows:

Fixed assets of governmental funds are recorded as expenditures at the time purchased or constructed, and the related assets are capitalized (reported) in the general fixed assets account group. Public domain or infrastructures are not (are) capitalized. Interest costs incurred during construction are (are not) capitalized (or construction period interest is immaterial and is not capitalized). No depreciation has been provided on general fixed assets. All fixed assets are valued at historical cost or estimated cost (the extent to which fixed assets costs have been estimated and the methods of estimation should be disclosed) if historical cost is not available (or describe other method of valuation).

Fixed assets used in the proprietary fund operations are included on the balance sheet of the funds net of accumulated depreciation. Depreciation of all exhaustible fixed assets used by proprietary fund operations is charged as an expense against operations. Depreciation is computed using the following methods (and useful lives):]

O. COMPENSATED ABSENCES

[Describe the primary government and discretely presented component unit's compensated absences policies and include how compensated absences are recognized and recorded.]

(If the primary government or discretely presented component units do not have a formal leave policy or the leave policy does not provide for the accumulation and vesting of leave, the notes should so state.)

[GASB Statement No. 16 provides that vacation leave and other compensated absences with similar characteristics should be accrued as a liability as the benefits are earned by the employees if *both* of the following conditions are met:

- a. The employees' rights to receive compensation are attributable to services already rendered.
- b. It is probable that the employer will compensate the employees for the benefits through paid time off or some other means, such as cash payments at termination or retirement.

GASB Statement No. 16 provides that a liability for sick leave should be accrued using one of the following termination approaches:

- a. An accrual for earned sick leave should be made only to the extent it is probable that the benefits will result in termination payments, rather than be taken as absences due to illness or other contingencies, such as medical appointments and funerals.
- b. Alternatively, a governmental entity should estimate its accrued sick leave liability based on the sick leave accumulated at the balance sheet date by those employees who currently are eligible to receive termination payments as well as other employees who are expected to become eligible in the future to receive such payments.

Only the current portion of the liability for compensated absences should be reported in the fund. The current portion is the amount left unpaid at the end of the reporting period that normally would be liquidated with expendable available financial resources. The remainder of the liability should be reported in the general long-term obligations account group.]

P. LONG-TERM OBLIGATIONS

For the primary government, long-term obligations expected to be financed from governmental funds are reported in the general long-term obligations account group. For the discretely presented governmental funds, component units, long-term obligations are reported in the "Component Units Governmental Fund" column on Statement A. Expenditures for principal and interest payments for long-term obligations are recognized in the governmental funds when due. Long-term obligations expected to be financed from proprietary fund operations are accounted for in those funds.

Q. FUND EQUITY

Contributed Capital

Contributed capital is recorded in proprietary funds that have received capital grants or contributions from developers, customers, or other funds when such resources are restricted for the acquisition or construction of capital assets. Contributed capital is (is not) amortized based on the depreciation recognized on that portion of the assets acquired or constructed from such resources. (If

amortized, add this: This depreciation is closed to the contributed capital account and is reflected as an adjustment to net income.)

Reserves

Reserves represent those portions of fund equity not appropriable for expenditure or legally segregated for a specific future use.

Designated Fund Balances

Designated fund balances represent tentative plans for future use of financial resources.

R. INTERFUND TRANSACTIONS

Quasi-external transactions are accounted for as revenues, expenditures, or expenses. Transactions that constitute reimbursements to a fund for expenditures/expenses initially made from it that are properly applicable to another fund are recorded as expenditures/expenses in the reimbursing fund and as reductions of expenditures/expenses in the fund that is reimbursed.

All other interfund transactions, except quasi-external transactions and reimbursements, are reported as transfers. Nonrecurring or nonroutine permanent transfers of equity are reported as residual equity transfers. All other interfund transfers of the primary government are reported as operating transfers. Transfers between the primary government and discretely presented component units are disclosed separately from interfund transfers as transfers to/from component units.

S. SALES TAXES

(Detail any sales taxes received by the primary government and discretely presented component units, the rate, purpose, expiration date, etc.)

_____ **PARISH POLICE JURY**
 _____, Louisiana
 Notes to the Financial Statements (Continued)

T. TOTAL COLUMNS ON COMBINED STATEMENTS

Total columns on the combined statements are captioned Memorandum Only to indicate that they are presented only to facilitate financial analysis. Data in these columns do not present financial position, results of operations, or changes in financial position in conformity with generally accepted accounting principles. Neither is such data comparable to a consolidation. Interfund eliminations have not been made in the aggregation of this data.

2. FUND DEFICITS

The following individual funds have deficits in unreserved fund balance or retained earnings at December 31, 19____:

<u>Primary Government</u>	
<u>Fund</u>	Deficit <u>Amount</u>
_____	<u>\$ _____</u>
_____	_____
Total	<u><u>\$ _____</u></u>
<u>Component Units</u>	
<u>Fund</u>	Deficit <u>Amount</u>
_____	<u>\$ _____</u>
_____	_____
Total	<u><u>\$ _____</u></u>

(Give management's response for elimination of the deficits.)

_____ **PARISH POLICE JURY**
 _____, Louisiana
 Notes to the Financial Statements (Continued)

**3. EXPENDITURES/EXPENSES -
 ACTUAL AND BUDGET**

The following individual funds have actual expenditures/expenses over budgeted expenditures/expenses for the year ended December 31, 19 ____:

<u>Fund</u>	<u>Budget</u>	<u>Actual</u>	<u>Unfavorable Variance</u>
_____	<u>\$</u> _____	<u>\$</u> _____	<u>\$</u> _____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
Total	<u><u>\$</u></u> _____	<u><u>\$</u></u> _____	<u><u>\$</u></u> _____

4. LEVIED TAXES

The following is a summary of authorized and levied ad valorem taxes for the year:

	<u>Primary Government</u>			<u>Component Units</u>		
	<u>Authorized Millage</u>	<u>Levied Millage</u>	<u>Expiration Date</u>	<u>Authorized Millage</u>	<u>Levied Millage</u>	<u>Expiration Date</u>
Parishwide taxes:						
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
District taxes:						
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

_____ **PARISH POLICE JURY**
 _____, Louisiana
 Notes to the Financial Statements (Continued)

The following are the principal taxpayers for the parish and related ad valorem tax revenue for the police jury: [include those taxpayers whose percentage of total assessed valuation is 5% and greater]

<u>Taxpayer</u>	<u>Type of Business</u>	<u>Assessed Valuation</u>	<u>% of Total Assessed Valuation</u>	<u>Ad valorem Tax Revenue for Police Jury</u>
_____	_____	\$ _____	_____ %	\$ _____
_____	_____	_____	_____ %	_____
_____	_____	_____	_____ %	_____
_____	_____	_____	_____ %	_____
_____	_____	_____	_____ %	_____
_____	_____	_____	_____ %	_____
_____	_____	_____	_____ %	_____
_____	_____	_____	_____ %	_____
Total		<u>\$ _____</u>	<u>_____ %</u>	<u>\$ _____</u>

5. CASH AND CASH EQUIVALENTS

The following is a summary of cash and cash equivalents (book balances) at December 31, 19__:

		<u>Component Units</u>		
	<u>Primary Government</u>	<u>Governmental Funds</u>	<u>Proprietary Funds</u>	<u>Fiduciary Funds</u>
Demand deposits	<u>\$ _____</u>	<u>\$ _____</u>	<u>\$ _____</u>	<u>\$ _____</u>
Interest-bearing demand deposits	_____	_____	_____	_____
Time deposits	_____	_____	_____	_____
Other	_____	_____	_____	_____
Total	<u>\$ _____</u>	<u>\$ _____</u>	<u>\$ _____</u>	<u>\$ _____</u>

These deposits are stated at cost, which approximates market. Under state law, these deposits (or the resulting bank balances) must be secured by federal deposit insurance or the pledge of securities owned by the fiscal agent bank. The market value of the pledged securities plus the federal deposit insurance must at all times equal the amount on deposit with the fiscal agent. These securities are held in the name of the pledging fiscal agent bank in a holding or custodial bank that is mutually acceptable to both parties.

At December 31, 19__, the primary government has \$_____ in deposits (collected bank balances). These deposits are secured from risk by \$_____ of federal deposit insurance and

_____ **PARISH POLICE JURY**
_____, Louisiana
Notes to the Financial Statements (Continued)

\$_____ of pledged securities held by the custodial bank in the name of the fiscal agent bank (GASB Category 3). [If deposits are not fully secured, add the following: The remaining balance of \$_____ is not secured by the pledge of securities and is a violation of state law.]

At December 31, 19__, the discretely presented component units have \$_____ in deposits (collected bank balances). These deposits are secured from risk by \$_____ of federal deposit insurance and \$_____ of pledged securities held by the custodial bank in the name of the fiscal agent bank (GASB Category 3). [If deposits are not fully secured, add the following: The remaining balance of \$_____ is not secured by the pledge of securities and is a violation of state law.]

Even though the pledged securities are considered uncollateralized (Category 3) under the provisions of GASB Statement No. 3, R.S. 39:1229 imposes a statutory requirement on the custodial bank to advertise and sell the pledged securities within 10 days of being notified that the fiscal agent has failed to pay deposited funds upon demand.

6. INVESTMENTS

Investments are categorized into these three categories of credit risk:

1. Insured or registered, or securities held by the police jury/component unit or its agent in the police jury/component unit's name
2. Uninsured and unregistered, with securities held by the counterparty's trust department or agent in the police jury/component unit's name
3. Uninsured and unregistered, with securities held by the counterparty, or by its trust department or agent but not in the police jury/component unit's name

_____**PARISH POLICE JURY**
_____, Louisiana
Notes to the Financial Statements (Continued)

At fiscal year-end, the police jury's investment balances were as follows:

Primary Government:

<u>Type of Investment</u>	<u>Category</u>			<u>Carrying Amount</u>			<u>Total Carrying Amount</u>
	<u>1</u>	<u>2</u>	<u>3</u>	<u>Fair Value</u>	<u>Amortized Cost</u>	<u>Cost</u>	
_____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
Total	<u><u>\$ _____</u></u>	<u><u>\$ _____</u></u>	<u><u>\$ _____</u></u>				
Investments not subject to categorization:							
Deferred compensation plan				_____			_____
External investment pool				_____			_____
Total investments				<u><u>\$ _____</u></u>	<u><u>\$ _____</u></u>	<u><u>\$ _____</u></u>	<u><u>\$ _____</u></u>

Component units - governmental funds:

<u>Type of Investment</u>	<u>Category</u>			<u>Carrying Amount</u>			<u>Total Carrying Amount</u>
	<u>1</u>	<u>2</u>	<u>3</u>	<u>Fair Value</u>	<u>Amortized Cost</u>	<u>Cost</u>	
_____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
Total	<u><u>\$ _____</u></u>	<u><u>\$ _____</u></u>	<u><u>\$ _____</u></u>				
Investments not subject to categorization:							
Deferred compensation plan				_____			_____
External investment pool				_____			_____
Total investments				<u><u>\$ _____</u></u>	<u><u>\$ _____</u></u>	<u><u>\$ _____</u></u>	<u><u>\$ _____</u></u>

_____ **PARISH POLICE JURY**
 _____, Louisiana
 Notes to the Financial Statements (Continued)

Component units - proprietary funds:

Type of Investment	Category			Carrying Amount			Total Carrying Amount
	1	2	3	Fair Value	Amortized Cost	Cost	
_____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
Total	\$ _____	\$ _____	\$ _____				
Investments not subject to categorization:							
Deferred compensation plan				_____			_____
External investment pool				_____			_____
Total investments				\$ _____	\$ _____	\$ _____	\$ _____

Component units - fiduciary funds:

Type of Investment	Category			Carrying Amount			Total Carrying Amount
	1	2	3	Fair Value	Amortized Cost	Cost	
_____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
Total	\$ _____	\$ _____	\$ _____				
Investments not subject to categorization:							
Deferred compensation plan				_____			_____
External investment pool				_____			_____
Total investments				\$ _____	\$ _____	\$ _____	\$ _____

[For an illustration of how to calculate, display, and disclose the increase or decrease in the fair value of investments, refer to Appendix C of GASB Statement No. 31.]

(This disclosure should acknowledge any violation of the state's investment laws or the police jury's investment policy.)

_____ **PARISH POLICE JURY**
 _____, Louisiana
 Notes to the Financial Statements (Continued)

7. RECEIVABLES

The following is a summary of receivables at December 31, _____:

Class of Receivable	Primary Government						Component Units		
	General Fund	Special Revenue Funds	Debt Service Funds	Capital Projects Funds	Proprietary Funds	Other Funds	Governmental Funds	Proprietary Funds	Fiduciary Funds
Taxes:									
Ad valorem	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Sales and use	_____	_____	_____	_____	_____	_____	_____	_____	_____
Other	_____	_____	_____	_____	_____	_____	_____	_____	_____
Intergovernmental - grants:									
Federal	_____	_____	_____	_____	_____	_____	_____	_____	_____
State	_____	_____	_____	_____	_____	_____	_____	_____	_____
Local	_____	_____	_____	_____	_____	_____	_____	_____	_____
Special assessments:									
Current	_____	_____	_____	_____	_____	_____	_____	_____	_____
Delinquent	_____	_____	_____	_____	_____	_____	_____	_____	_____
Deferred	_____	_____	_____	_____	_____	_____	_____	_____	_____
Accounts	_____	_____	_____	_____	_____	_____	_____	_____	_____
Notes	_____	_____	_____	_____	_____	_____	_____	_____	_____
Other	_____	_____	_____	_____	_____	_____	_____	_____	_____
Total	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

(See GASB Codification Section S40.120 - Special Assessment Receivables.)

(There should be a discussion of bad debt accounting and write-off policy.)

_____**PARISH POLICE JURY**
_____, Louisiana
Notes to the Financial Statements (Continued)

8. FIXED ASSETS

The changes in general fixed assets follow:

Primary Government			
	Balance January 1, 19__	Additions	Deductions
			Balance December 31, 19__
Land	\$	\$	\$
Buildings			
Improvements other than buildings			
Equipment and furniture			
Other asset classes			
Total	\$	\$	\$

Component Units			
	Balance January 1, 19__	Additions	Deductions
			Balance December 31, 19__
Land	\$	\$	\$
Buildings			
Improvements other than buildings			
Equipment and furniture			
Other asset classes			
Total	\$	\$	\$

A summary of proprietary property, plant, and equipment follows:

	Primary Government		Component Units	
	Enterprise Funds	Internal Service Fund	Enterprise Funds	Internal Service Fund
Land	\$	\$	\$	\$
Buildings				
Improvements other than buildings				
Furniture and equipment				
Construction in progress				
Subtotal				
Less accumulated depreciation				
Total	\$	\$	\$	\$

_____**PARISH POLICE JURY**
_____, Louisiana
Notes to the Financial Statements (Continued)

9. PENSION PLAN

Plan Description. Substantially all employees of the financial reporting entity are members of one of the following cost-sharing, multiple-employer defined benefit pension plans, each administered by separate board of trustees:

<u>Entity</u>	<u>Retirement System</u>
Policy Jury	Parochial Employees' Retirement System (Parochial Plan A and Plan B)
Sheriff	Louisiana Sheriffs Retirement System (Sheriffs)
Assessor	Louisiana Assessors' Retirement System (Assessors)
Clerk of Court	Louisiana Clerks of Court Retirement and Relief Fund (Clerks)
District Attorney	Louisiana District Attorneys Retirement System (DAs)
Fire Protection District	Louisiana Firefighters' Retirement System (Firefighters)

Employee Eligibility Requirements:

Parochial Plan A and Plan B

All employees working at least 28 hours per week and all elected parish officials are eligible to participate.

Sheriffs

All sheriffs and all deputies who are found to be physically fit, who earn at least \$400 per month, and who were between the ages of 18 and 50 at the time of original employment are required to participate.

Assessors

All full-time employees who are under the age of 60 at the time of original employment and are not drawing retirement benefits from any other public retirement system in Louisiana are required to participate.

Clerks

All employees who are under the age of 60 at the time of original employment and are not drawing retirement benefits from any other public retirement system in Louisiana are required to participate.

District Attorneys

All district attorneys and assistant district attorneys who earn, as a minimum, the amount paid by the state for assistant district attorneys and are under the age of 60 at the time of original employment are required to participate.

_____**PARISH POLICE JURY**
_____, Louisiana
Notes to the Financial Statements (Continued)

Firefighters

All full-time firefighters employed by a municipality, parish, or fire protection district that did not enact an ordinance before January 1, 1980, exempting itself from participation are required to participate.

Retirement Benefits:

<u>Plan</u>	<u>Minimum Age</u>	<u>Years of Service</u>	<u>Factor</u>	<u>Percent of Final Average Salary</u>
Parochial Plan A	60	10	3%	30%
	55	25	3%	75%
	Any age	30	3%	90%
Parochial Plan B	62	10	2%	20%
	55	30	2%	60%
Sheriffs	55	12	2.5%	30%
	55	15	3%	41%
	55	20	3%	60%
Assessors	55	12	3%	36%
	50	30	3%	90%
Clerks	55	12	3%	33%
DAs (before 7/1/90)	Any age	23	3%	69%*
	55	18	3%	54%**
	60	10	3%	30%***
DAs (after 7/1/90)	Any age	30	3.5%	100%
	55	24	3.5%	84%
	60	10	3.5%	35%
Firefighters	55	12	3.33%	40%
	50	20	3.33%	67%

3% benefit reduction is applied for each year below age 55, unless member has 30 or more years of service.*

3% benefit reduction for each year below age 60.**

3% benefit reduction for each year retiring below the age of 62.***

Final-average salary is the employee's average salary over the 36 consecutive or joined months that produce the highest average. Each of the pension plans also provides death and disability benefits. Benefits are established or amended by state statute.

Each retirement system issues an annual publicly available financial report that includes financial statements and required supplementary information. These reports may be obtained

_____**PARISH POLICE JURY**
_____, Louisiana
Notes to the Financial Statements (Continued)

by writing or calling the particular retirement system. The following is the mailing address and phone number for each retirement system:

- **Parochial Employees' Retirement System**, Post Office Box 14619, Baton Rouge, Louisiana 70898-4619, (504) 928-1361.
- **Louisiana Sheriffs Retirement System**, Post Office Box 3163, Monroe, Louisiana 71220, (318) 362-3191
- **Louisiana Assessors' Retirement System**, Post Office Box 1786, Shreveport, Louisiana 71166-1786, (318) 425-4446.
- **Louisiana Clerks of Court Retirement and Relief Fund**, 11745 Bricksome Avenue, Baton Rouge, Louisiana 70816, (504) 293-1162.
- **Louisiana District Attorneys Retirement System**, 2109 Decatur Street, New Orleans, Louisiana 70116-2091, (504) 947-5551.
- **Louisiana Firefighters' Retirement System**, Post Office Box 94095, Baton Rouge, Louisiana 70804, (504) 925-4060.

Funding Policy. State statute requires covered employees to contribute a percentage of their salaries to the pension plans. As provided by R.S. 11:103, the employer contributions are determined by an actuarial valuation and are subject to change each year based on the results of the valuation for the prior fiscal year. The required contribution rates by retirement system follows:

Parochial Employees' Retirement System. Under Plan A, members are required by state statute to contribute 9.5% of their annual covered salary and the employer is required to contribute at an actuarially determined rate. The current rate is 5.5% of annual covered payroll. [Under Plan B, members are required by state statute to contribute 2.0% of their annual covered salary in excess of \$1,200 and the employer is required to contribute at an actuarially determined rate. The current rate is 2.50% of annual covered payroll.] Contributions to the retirement system also include one-fourth of 1% (except Orleans and East Baton Rouge parishes) of the taxes shown to be collectible by the tax rolls of each parish. These tax dollars are divided between Plan A and Plan B based proportionately on the salaries of the active members of each plan. The employer's contributions to the retirement system under Plan A for the years ending December 31, 1998, 1997, and 1996, were \$_____, \$_____, and \$_____, respectively, equal to the required contributions for each year. The employer's contributions to the retirement system under Plan B for the years ending December 31, 1998, 1997, and 1996, were \$_____, \$_____, and \$_____, respectively, equal to the required contributions for each year. (If the required contributions and the actual amount contributed do not equal, disclose the required contribution in dollars and the percentage of that amount contributed for the current year and each of the two preceding years.)

_____**PARISH POLICE JURY**
_____, Louisiana
Notes to the Financial Statements (Continued)

Louisiana Sheriffs Retirement System. Plan members are required by state statute to contribute 8.70% of their annual covered salary and the _____ Parish Sheriff is required to contribute at an actuarially determined rate. The current rate is 5.0% of annual covered payroll. The _____ Parish Sheriff's contributions to the retirement system for the years ending June 30, 1998, 1997, and 1996, were \$_____, \$_____, and \$_____, respectively, equal to the required contributions for each year. (If the required contributions and the actual amount contributed do not equal, disclose the required contribution in dollars and the percentage of that amount contributed for the current year and each of the two preceding years.)

Louisiana Assessors' Retirement System. Plan members are required by state statute to contribute 7.0% of their annual covered salary and the _____ Parish Assessor is required to contribute at an actuarially determined rate. The current rate is 5.75% of annual covered payroll. Contributions to the retirement system also include one-fourth of 1% (1% for Orleans Parish) of the taxes shown to be collectible by the tax rolls of each parish, plus revenue sharing funds appropriated by the legislature. The _____ Parish Assessor's contributions to the retirement system for the years ending December 31, 1998, 1997, and 1996, were \$_____, \$_____, and \$_____, respectively, equal to the required contributions for each year. (If the required contributions and the actual amount contributed do not equal, disclose the required contribution in dollars and the percentage of that amount contributed for the current year and each of the two preceding years.)

Louisiana Clerks of Court Retirement and Relief Fund. Plan members are required by state statute to contribute 8.25% of their annual covered salary and the _____ Parish Clerk of Court is required to contribute at an actuarially determined rate. The current rate is 10.0% of annual covered payroll. The _____ Parish Clerk of Court's contributions to the retirement system for the years ending June 30, 1998, 1997, and 1996, were \$_____, \$_____, and \$_____, respectively, equal to the required contributions for each year. (If the required contributions and the actual amount contributed do not equal, disclose the required contribution in dollars and the percentage of that amount contributed for the current year and each of the two preceding years.)

Louisiana District Attorneys Retirement System. Plan members are required by state statute to contribute 7.0% of their annual covered salary and the district attorney is required to contribute at an actuarially determined rate. The current rate is 1.25% of annual covered payroll. Contributions to the retirement system also include .2% of the ad valorem taxes collected throughout the state and revenue sharing funds as appropriated by the legislature. The district attorney's contributions to the retirement system for the years ending December 31, 1998, 1997, and 1996, were \$_____, \$_____, and \$_____, respectively, equal to the required contributions for each year. (If the required contributions and the actual amount contributed do not equal, disclose the required contribution in dollars and the percentage of that amount contributed for the current year and each of the two preceding years.)

Louisiana Firefighters' Retirement System. Plan members are required by state statute to contribute 8.0% of their annual covered salary and Fire Protection District No. ____ of _____ Parish is required to contribute at an actuarially determined rate. The current rate is 9.0% of

_____**PARISH POLICE JURY**
_____, Louisiana
Notes to the Financial Statements (Continued)

annual covered payroll. Fire Protection District No. ____ of _____ Parish's contributions to the retirement system for the years ending December 31, 1998, 1997, and 1996, were \$_____, \$_____, and \$_____, respectively, equal to the required contributions for each year. (If the required contributions and the actual amount contributed do not equal, disclose the required contribution in dollars and the percentage of that amount contributed for the current year and each of the two preceding years.)

(Disclosure should comply with GASB Statement No. 27.)

10. OTHER POSTEMPLOYMENT BENEFITS

Other postemployment benefits were provided by the primary government and the discretely presented component units as follows:

[GASB Statement No. 12 requires, as a minimum, the following disclosures for other postemployment benefits (OPEB). The disclosures may be made separately for one or more types of benefits or in the aggregate for all OPEB provided.

- A. A description of the OPEB provided; employee groups covered; eligibility requirements; and the employer and participant obligations to contribute, quantified in some manner (for example, the approximate percentage of the total obligation to contribute that is borne by the employer and the participants, respectively, or the dollar or percentage contribution rates).
- B. A description of the statutory, contractual, or other authority under which OPEB provisions and obligations to contribute are established.
- C. A description of the accounting and financing or funding policies followed; for example, a statement that the employer's contributions are financed on a pay-as-you-go basis or are advance-funded on an actuarially determined basis. If OPEB are advance-funded on an actuarially determined basis, the employer should also disclose the actuarial cost method and significant actuarial assumptions (including the interest rate and, if applicable, the projected salary increase assumption and the health inflation assumption) used to determine funding requirements, and the method used to value plan assets.
- D. The following expenditure/expense information, depending on how OPEB are financed:
 - 1. If OPEB are financed on a pay-as-you-go basis, the amount of OPEB expenditures/expenses recognized during the period by the employer (net of participant contributions); also disclose the number of participants currently eligible to receive benefits. If expenditures/expenses for OPEB cannot readily be separated from expenditures/expenses for similar types of benefits provided to active employees and their dependents, employers

_____**PARISH POLICE JURY**
_____, Louisiana
Notes to the Financial Statements (Continued)

should use reasonable methods to approximate OPEB expenditures/expenses. If a reasonable approximation cannot be made, employers should state that OPEB expenditures/expenses cannot be reasonably estimated.

2. If OPEB are advance-funded on an actuarially determined basis, the number of active plan participants, the employer's actuarially required and actual contributions for the period (net of participant contributions), the amount of net assets available for OPEB, and the actuarial accrued liability and unfunded actuarial accrued liability for OPEB according to the actuarial cost method in use.
- E. A description (and the dollar effect, if measurable) of any significant matters that affect the comparability of the disclosures with those for the previous period (for example, a change in benefit provisions).
 - F. Any additional information that the employer believes will help users assess the nature and magnitude of the cost of the employer's commitment to provide OPEB.]

**11. ACCOUNTS, SALARIES, AND
OTHER PAYABLES**

The following is a summary of payables at December 31, ____:

<u>Class of Payable</u>	<u>Primary Government</u>						<u>Component Units</u>		
	<u>General Fund</u>	<u>Special Revenue Funds</u>	<u>Debt Service Funds</u>	<u>Capital Projects Funds</u>	<u>Proprietary Funds</u>	<u>Other Funds</u>	<u>Governmental Funds</u>	<u>Proprietary Funds</u>	<u>Fiduciary Funds</u>
Salaries	\$	\$	\$	\$	\$	\$	\$	\$	\$
Withholdings									
Accounts									
Other									
Total	\$	\$	\$	\$	\$	\$	\$	\$	\$

_____ **PARISH POLICE JURY**
 _____, Louisiana
 Notes to the Financial Statements (Continued)

12. COMPENSATED ABSENCES

At December 31, 19__, employees of the police jury have accumulated and vested \$_____ of employee leave benefits, which was computed in accordance with GASB Codification Section C60. Of this amount, \$_____ is recorded as an obligation of the General Fund, and \$_____ is recorded within the general long-term obligations account group. The leave liability for employees of the Enterprise Fund, for \$_____, is accounted for within the fund.

(Compensated absences for significant discretely presented component units should be disclosed.)

13. LEASES

The primary government/component units records (do not record) items under capital leases as assets and obligations in the accompanying financial statements. The following is an analysis of capital leases at December 31, _____:

<u>Type</u>	<u>Recorded Amount</u>	
	<u>Primary Government</u>	<u>Component Units</u>
Buildings	\$ _____	\$ _____
Equipment	_____	_____
Other	_____	_____
Total	<u>\$ _____</u>	<u>\$ _____</u>

The following is a schedule of future minimum lease payments under capital leases and the present value of the net minimum lease payments as of December 31, 19____:

_____ **PARISH POLICE JURY**
 _____, Louisiana
 Notes to the Financial Statements (Continued)

	Primary Government				Component Units
	<u>Buildings</u>	<u>Equipment</u>	<u>Other</u>	<u>Total</u>	<u>Total</u>
Fiscal year:					
19__	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
19__	_____	_____	_____	_____	_____
19__	_____	_____	_____	_____	_____
19__	_____	_____	_____	_____	_____
19__	_____	_____	_____	_____	_____
Total minimum lease payments	_____	_____	_____	_____	_____
Less - amounts representing executory costs	_____	_____	_____	_____	_____
Net minimum lease payments	_____	_____	_____	_____	_____
Less - amount representing interest	_____	_____	_____	_____	_____
Present value of net minimum lease payments	<u>\$ _____</u>	<u>\$ _____</u>	<u>\$ _____</u>	<u>\$ _____</u>	<u>\$ _____</u>

The police jury has operating leases of the following nature:

(Discuss operating leases in effect.)

The minimum annual commitments under noncancelable operating leases are as follows:

<u>Fiscal Year</u>	Primary Government			Component Units
	<u>Buildings and Office Facilities</u>	<u>Equipment</u>	<u>Total</u>	<u>Total</u>
19__	\$ _____	\$ _____	\$ _____	\$ _____
19__	_____	_____	_____	_____
19__	_____	_____	_____	_____
19__	_____	_____	_____	_____
19__	_____	_____	_____	_____
Thereafter	_____	_____	_____	_____
Total	<u>\$ _____</u>	<u>\$ _____</u>	<u>\$ _____</u>	<u>\$ _____</u>

_____ **PARISH POLICE JURY**
 _____, Louisiana
 Notes to the Financial Statements (Continued)

14. CHANGES IN GENERAL LONG-TERM OBLIGATIONS

The following is a summary of the long-term obligation transactions for the year ended December 31, 19__:

	Primary Government			
	Bonded Debt	Compensated Absences	Lease-Purchase Agreements	Total
Long-term obligations payable at January 1, 19__	\$ _____	\$ _____	\$ _____	\$ _____
Additions	_____	_____	_____	_____
Deductions	_____	_____	_____	_____
Long-term obligations payable at December 31, 19__	<u>\$ _____</u>	<u>\$ _____</u>	<u>\$ _____</u>	<u>\$ _____</u>

	Component Units			
	Bonded Debt	Compensated Absences	Lease-Purchase Agreements	Total
Long-term obligations payable at January 1, 19__	\$ _____	\$ _____	\$ _____	\$ _____
Additions	_____	_____	_____	_____
Deductions	_____	_____	_____	_____
Long-term obligations payable at December 31, 19__	<u>\$ _____</u>	<u>\$ _____</u>	<u>\$ _____</u>	<u>\$ _____</u>

General obligation bonds, revenue bonds, certificates of indebtedness, et cetera, are comprised of the following individual issues (classify by type and amount):

(Include a discussion of each issue as to amount, interest rates, purpose, maturity dates, installment amounts, and which fund retires the debt.) (See GASB Codification Section S40.120 - Special Assessments.)

_____**PARISH POLICE JURY**
_____, Louisiana
Notes to the Financial Statements (Continued)

At December 31, 19__, the primary government and discretely presented component units have accumulated \$_____ and \$_____, respectively, in the debt service funds for future debt requirements. The annual requirements to amortize all bonds and/or certificates outstanding at December 31, 19__, including interest of \$_____ for the primary government and \$_____ for the component units are as follows:

Fiscal Year	Primary Government					Component Units
					Total	Total
19__	\$_____	\$_____	\$_____	\$_____	\$_____	\$_____
19__	_____	_____	_____	_____	_____	_____
19__	_____	_____	_____	_____	_____	_____
19__	_____	_____	_____	_____	_____	_____
19__	_____	_____	_____	_____	_____	_____
19__	_____	_____	_____	_____	_____	_____
19__	_____	_____	_____	_____	_____	_____
19__	_____	_____	_____	_____	_____	_____
Total	\$_____	\$_____	\$_____	\$_____	\$_____	\$_____

General obligation bonds, \$_____, are secured by an annual ad valorem tax levy. In accordance with R.S. 39:562, the police jury is legally restricted from incurring long-term bonded debt in excess of 10 percent of the assessed value of taxable property in the parish. At December 31, 19__, the statutory limit is \$_____.

[When bonds have been issued by a special district or industrial development board, the police jury may have a legal obligation (guarantees the bonds) or a moral obligation (the name of the police jury may appear on the face of the bonds even though it is specifically stated that the police jury does not guarantee payment). In either of those cases, disclosure must be made in the police jury's financial statements, whether they are component unit statements or reporting entity statements. In the case of the moral obligation, the note should describe the bonds and state that the name of the police jury appears on the face of the bond, but the police jury has not guaranteed payment of those bonds in the event of default by the issuing authority.]

_____ **PARISH POLICE JURY**
 _____, Louisiana
 Notes to the Financial Statements (Continued)

15. CHANGES IN AGENCY FUNDS

A summary of changes in assets and liabilities follows:

Primary Government				
	Balances at Beginning of Year	Additions	Reductions	Balances at End of Year
Assets:				
_____	\$ _____	\$ _____	\$ _____	\$ _____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
Total assets	<u>\$ _____</u>	<u>\$ _____</u>	<u>\$ _____</u>	<u>\$ _____</u>
Liabilities:				
_____	\$ _____	\$ _____	\$ _____	\$ _____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
Total liabilities	<u>\$ _____</u>	<u>\$ _____</u>	<u>\$ _____</u>	<u>\$ _____</u>
Component Units				
	Balances at Beginning of Year	Additions	Reductions	Balances at End of Year
Assets:				
_____	\$ _____	\$ _____	\$ _____	\$ _____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
Total assets	<u>\$ _____</u>	<u>\$ _____</u>	<u>\$ _____</u>	<u>\$ _____</u>
Liabilities:				
_____	\$ _____	\$ _____	\$ _____	\$ _____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
Total liabilities	<u>\$ _____</u>	<u>\$ _____</u>	<u>\$ _____</u>	<u>\$ _____</u>

_____**PARISH POLICE JURY**
 _____, Louisiana
 Notes to the Financial Statements (Continued)

16. CRIMINAL COURT FUND

R.S. 15:571.11 requires that one-half of any balance remaining in the criminal court fund at year-end be transferred to the parish General Fund. The following details the amount due at December 31, 19__:

Balance due at January 1, 19__	\$ _____
Amount due for 19__	_____
Total	_____
Remitted during 19__	_____
Balance due at December 31, 19__	\$ _____

17. INTERFUND ASSETS/LIABILITIES

Due from/to other funds:

<u>Receivable Fund</u>	<u>Payable Fund</u>	<u>Amount</u>
_____	_____	\$ _____
_____	_____	_____
_____	_____	_____
Total		\$ _____

Interfund receivable/payable:

<u>Receivable Fund</u>	<u>Payable Fund</u>	<u>Amount</u>
_____	_____	\$ _____
_____	_____	_____
_____	_____	_____
Total		\$ _____

_____**PARISH POLICE JURY**
_____, Louisiana
Notes to the Financial Statements (Continued)

Advances from/to other funds:

<u>Receivable Fund</u>	<u>Payable Fund</u>	<u>Amount</u>
_____	_____	\$ _____
_____	_____	_____
_____	_____	_____
Total		\$ _____

(Note: Receivables and payables between the primary government and discretely presented component units should be disclosed separately from interfund balances as due to/from component units.)

18. INTERGOVERNMENTAL PAYABLE

The following is a summary of the intergovernmental payable due other governments at December 31, ____:

<u>Payable to</u>	<u>Primary Government</u>			<u>Component Units</u>
	<u>Fund</u>	<u>Fund</u>	<u>Total</u>	<u>Total</u>
_____	\$ _____	\$ _____	\$ _____	\$ _____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
Total	\$ _____	\$ _____	\$ _____	\$ _____

19. RESERVED AND DESIGNATED RETAINED EARNINGS/FUND BALANCES

(Detail any reserves or designations appearing on the combined balance sheet.)

20. PROPRIETARY FUNDS (Segment Information)

(If more than one fund is included in the enterprise or internal service funds of the primary government or the discretely presented component units on the combined financial statements, GASB Codification Section 2500 requires certain segment information disclosure.)

_____ **PARISH POLICE JURY**
_____, Louisiana
Notes to the Financial Statements (Continued)

21. CHANGES IN CONTRIBUTED CAPITAL

The following is a summary of changes in contributed capital:

	Primary Government			
Balance at January 1, 19__	\$ _____	\$ _____	\$ _____	\$ _____
Additions:	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____
Balance at December 31, 19__	<u>\$ _____</u>	<u>\$ _____</u>	<u>\$ _____</u>	<u>\$ _____</u>
	Component Units			
Balance at January 1, 19__	\$ _____	\$ _____	\$ _____	\$ _____
Additions:	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____
Balance at December 31, 19__	<u>\$ _____</u>	<u>\$ _____</u>	<u>\$ _____</u>	<u>\$ _____</u>

22. JOINT VENTURE

For both governmental and proprietary fund joint ventures, the following should be disclosed:

- A. A general description of each joint venture, including:
 1. Identifying the participants and their percentage shared.
 2. Describing the arrangements for selecting the governing body or management.
 3. Disclosing the degree of control the participants have over budgeting and financing.
- B. Condensed or summary financial information on each joint venture, including:
 1. Balance sheet date.
 2. Total assets, liabilities, and equity.

_____**PARISH POLICE JURY**
_____, Louisiana
Notes to the Financial Statements (Continued)

3. Total revenues, expenditures/expenses, other financing sources (uses), and net increase (decrease) in fund balance/retained earnings.
 4. Reporting entity's share of assets, liabilities, equity, and changes therein during the year, if known.
- C. Joint venture debt, both current and long-term, and the security for the debt.

23. RELATED PARTY TRANSACTIONS

(FASB 57 requires the disclosure of the description of the relationship, the transactions, the dollar amount of the transactions, and any amounts due to or from that result from related party transactions. List all related party transactions.)

24. RISK MANAGEMENT

[The following information should be disclosed, if applicable:

1. A description of the risks of loss to which the police jury is exposed and the way(s) in which those risks of loss are handled (for example, purchase of commercial insurance, participation in a public entity risk pool, risk retention).
2. A description of significant reductions in insurance coverage from coverage in the prior year by major categories of risk. Also indicate whether the amount of settlements exceeded insurance coverage for each of the past three fiscal years.
3. If the police jury participates in a risk pool, a description of the nature of the participation, including the rights and the responsibilities of both the entity and the pool.
4. If the police jury retains the risk of loss:
 - The basis for estimating the liabilities for unpaid claims, including the effects of specific, incremental claim adjustment expenditures/expenses, salvage, and subrogation, and whether other allocated or unallocated claim adjustment expenditures/expenses are included.
 - The carrying amount of liabilities for unpaid claims that are presented at present value in the financial statements and the range of discount rates used to discount those liabilities.
 - The aggregate outstanding amount of claims liabilities for which annuity contracts have been purchased in the claimants' names and for which the related liabilities have been removed from the balance sheet. (Annuity contracts used to settle claims for which the claimant has signed an agreement releasing the entity from further obligation and for which the likelihood that the pool will be required to make future payments on those claims is remote should not be included in this disclosure.)

_____**PARISH POLICE JURY**
_____, Louisiana
Notes to the Financial Statements (Continued)

- A reconciliation of changes in the aggregate liabilities for claims for the current fiscal year and the prior fiscal year, in the following tabular format:
 - Amount of claims liabilities at the beginning of each fiscal year.
 - Incurred claims, representing the total of a provision for events of the current fiscal year and any change (increase or decrease) in the provision for events of prior fiscal years.
 - Payments of claims attributable to events of both the current fiscal year and prior fiscal years.
 - Other. (Provide an explanation of each material item.)
 - Amount of claims liabilities at the end of each fiscal year.]

(For additional information and example note disclosures, refer to GASB Codification Section C50.)

25. LITIGATION AND CLAIMS

At December 31, 19____, the police jury is involved in litigation or is aware of claims totaling \$_____ that are not covered by insurance. Of this amount, \$_____ has been recorded as a liability of the General Fund, and \$_____ has been recorded as a general long-term liability, as required by GASB Codification Section C50. (For the remaining amounts, disclose the legal counsel's opinion on the ultimate resolution of such matters.)

Claims and litigation costs of \$_____ were incurred in the current year. Of this amount, \$_____ has been recorded as a current-year expenditure in the General Fund, and \$_____ has been recorded in the general long-term obligations account group as an obligation not requiring current resources.

(Litigation and claims for significant discretely presented component units should also be disclosed.)

26. FEDERAL COMPLIANCE CONTINGENCIES

(Include all federal contingencies with an explanation of questioned or disallowed costs.)

27. SOLID WASTE LANDFILL COSTS

GASB Statement No. 18 applies to all governmental units that are required by federal, state, or local laws or regulations to incur municipal solid waste landfill closure and postclosure care costs. The statement requires that the following be disclosed in the notes to the financial statements:

1. The nature and source of landfill closure and postclosure care requirements (federal, state, or local laws or regulations).
2. That recognition of a liability for closure and postclosure care costs is based on landfill capacity used to date.

_____**PARISH POLICE JURY**
_____, Louisiana
Notes to the Financial Statements (Continued)

3. The reported liability for closure and postclosure care at the balance sheet date (if not apparent from the financial statements) and the estimated total current cost of closure and postclosure care remaining to be recognized.
4. The percentage of landfill capacity used to date and estimated remaining landfill life in years.
5. How closure and postclosure care financial assurance requirements, if any, are being met. Also, any assets restricted for payment of closure and postclosure care costs (if not apparent from the financial statements)
6. The nature of the estimates and the potential for changes due to inflation or deflation, technology, or applicable laws or regulations.

The following is an example disclosure:

State and federal laws and regulations require the _____ Parish Police Jury to place a final cover on its landfill site when it stops accepting waste and to perform certain maintenance and monitoring functions at the site for 30 years after closure. In addition to operating expenses relating to current activities of the landfill, an expense provision and related liability are being recognized based on the future closure and postclosure care costs that will be incurred near or after the date the landfill no longer accepts waste. The recognition of these landfill closure and postclosure care costs is based on the amount of the landfill used during the year. The estimated liability for landfill closure and postclosure care costs has a balance of \$_____ as of December 31, 19____, which is based on ____ percent usage (filled) of the landfill. It is estimated that an additional \$_____ will be recognized as closure and postclosure care expenses between the date of the balance sheet and the date the landfill is expected to be filled to capacity (19____). The estimated total current cost of the landfill closure and postclosure care (\$_____) is based on the amount that would be paid if all equipment, facilities, and services required to close, monitor, and maintain the landfill were acquired as of December 31, 19____. However, the actual cost of closure and postclosure care may be higher due to inflation, changes in technology, or changes in landfill laws and regulations.

The _____ Parish Police Jury is required by state and federal laws and regulations to make annual contributions to finance closure and postclosure care. The police jury is in compliance with these requirements, and at December 31, 19____, investments of \$_____ (\$_____ market value) are held for these purposes. These investments are held and managed by a third-party trustee and are presented on the police jury's balance sheet as "Amounts Held By Trustee For Landfill Closure and Postclosure Care Costs." It is anticipated that future inflation costs will be financed in part from earnings on investments held by the trustee. The remaining portion of anticipated future inflation costs (including inadequate earning on investments, if any) and additional costs that might arise from changes in

_____, Louisiana
Notes to the Financial Statements (Concluded)

postclosure requirements (due to changes in technology or more rigorous environmental regulations, for example) may need to be covered by charges to future landfill users, taxpayers, or both.

28. FOOD STAMP PROGRAM

The Food Stamp Program is operated by the police jury under an agreement with the Louisiana Department of Social Services. Under this program, the police jury is responsible for the issuance of food stamps to eligible participants in the parish. The value of food stamps on hand, received, and issued is not recorded in the accompanying statements. Activity for the year follows:

Balance at January 1, 19__	\$ _____
Received	_____
Issued	_____
Balance at December 31, 19__	\$ _____

29. ON-BEHALF PAYMENTS FOR FRINGE BENEFITS AND SALARIES

(Note to the preparer of the financial statements: GASB Statement 24 requires that on-behalf payments for fringe benefits and salaries be recognized as revenue and expenditures or expenses and that the notes to the financial statements disclose the amounts recognized. On-behalf payments include pension plan contributions, employee health and life insurance premiums, and salary supplements or stipends. You should refer to GASB Statement 24 for guidance relating to the recognition and measurement of on-behalf payments for fringe benefits and salaries.)

30. SUBSEQUENT EVENTS

(Any material event affecting the primary government and/or the discretely presented component units that occurs between the close of the fiscal period and issuance of the financial statements should be disclosed.)

Note: Any adjustments arising from the application of GASB-14 should be treated as a prior-period adjustment with the restatement of all prior-period financial statements that are presented. All financial statements of prior years presented on a comparative basis with the current year's financial statements (the initial year of implementing GASB-14) should be restated to conform to the standards established by GASB-14. If it is impractical to account for adjustments arising from the initial application of GASB-14 as a prior-period adjustment, the adjustment should be made to the beginning balance of fund balances or retained earnings for the earliest year restated.

PRIMARY GOVERNMENT
SUPPLEMENTAL INFORMATION SCHEDULES

_____, Louisiana
SUPPLEMENTAL INFORMATION SCHEDULES
As of and for the Year Ended December 31, _____

SPECIAL REVENUE FUNDS

(Provide a description of each fund.)

NOTE - When federal funds are described, the federal funding source should be identified. If these funds are flow-through funds from a primary recipient, then the federal funding source and the primary recipient should be identified. The following is an example:

The Community Development Block Grant Fund accounts for the funds provided by the U.S. Department of Housing and Urban Development through the Louisiana Division of Administration. The monies are used to develop viable urban communities by providing decent housing, a suitable living environment, and expanding economic opportunities, principally for persons of low or moderate income.

_____ PARISH POLICE JURY
_____, Louisiana
SUPPLEMENTAL INFORMATION SCHEDULES
As of and for the Year Ended December 31, _____

DEBT SERVICE FUNDS

(Provide a description of each fund.)

_____ PARISH POLICE JURY
_____, Louisiana
SUPPLEMENTAL INFORMATION SCHEDULES
As of and for the Year Ended December 31, _____

CAPITAL PROJECTS FUNDS

(Provide a description of each fund, to include a description of the project, source of funding, and the status of the project.)

_____ PARISH POLICE JURY
_____, Louisiana
SUPPLEMENTAL INFORMATION SCHEDULES
As of and for the Year Ended December 31, _____

PROPRIETARY AND NON-EXPENDABLE TRUST FUNDS

(Provide a description of each fund.)

COMPONENT UNITS
SUPPLEMENTAL INFORMATION SCHEDULES

_____ PARISH POLICE JURY
_____, Louisiana
SUPPLEMENTAL INFORMATION SCHEDULES
As of and for the Year Ended December 31, _____

COMPONENT UNITS - GOVERNMENTAL FUNDS

(Provide a description of each discretely presented component unit.)

_____ PARISH POLICE JURY
_____, Louisiana
SUPPLEMENTAL INFORMATION SCHEDULES
As of and for the Year Ended December 31, _____

COMPONENT UNITS - PROPRIETARY FUNDS

(Provide a description of each discretely presented component unit.)

_____ PARISH POLICE JURY
_____, Louisiana
SUPPLEMENTAL INFORMATION SCHEDULES
For the Year Ended December 31, _____

COMPENSATION PAID BOARD MEMBERS

The schedule of compensation paid to police jurors (and other board members) is presented in compliance with House Concurrent Resolution No. 54 of the 1979 Session of the Louisiana Legislature. Compensation of the police jurors is included in the legislative expenditures of the General Fund. In accordance with Louisiana Revised Statute 33:1233, the police jury has elected the monthly payment method of compensation. Under this method, the president receives \$_____ per month, and the other jurors receive \$_____ per month. (Explain changes of jurors during the year.)

**EXPENDITURES OF FEDERAL AWARDS
AND AUDIT FINDINGS RESOLUTION**

In accordance with Office of Management and Budget Circular A-133, schedules of expenditures of federal awards, follow-up and corrective action taken on prior audit findings, and corrective action plan for current year audit findings are presented.

_____ **PARISH POLICE JURY**
_____, Louisiana

Notes to the Schedule of Expenditures of Federal Awards
For the Year Ended December 31, 19__

Note 1. Basis of Presentation¹

The accompanying schedule of expenditures of federal awards includes the federal grant activity of the police jury and is presented on the *[identify basis of accounting]*. The information in this schedule is presented in accordance with the requirements of OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*. Therefore, some amounts presented in this schedule may differ from amounts presented in, or used in the preparation of, the general purpose financial statements.

Note 2. Subrecipients²

Of the federal expenditures presented in the schedule, the police jury provided federal awards to subrecipients as follows:

Cluster/Program Title	Federal CFDA Number	Amount Provided to Subrecipients
Name of grant	xx.xxx	\$xxx,xxx

Note 3. Loans Outstanding³

The police jury had the following loan balances outstanding at December 31, 19__. These loan balances outstanding are also included in the federal expenditures presented in the schedule.

Cluster/Program Title	Federal CFDA Number	Amount Outstanding
Name of loan program	xx.xxx	\$xxx,xxx

¹ This note is included to meet the Circular A-133 requirement that the schedule include notes that describe the significant accounting policies used in preparing the schedule.

² Circular A-133 requires the schedule of expenditures of federal awards to include, to the extent practical, an identification of the total amount provided to subrecipients from each federal program. Although this example includes the required subrecipient information in the notes to the schedule, the information may be included on the face of the schedule as a separate column or section, if that is preferred by management.

³ This note is intended to meet the Circular A-133 requirement that loans or loan guarantees outstanding at year-end are included in the schedule.

 _____, Louisiana

**Summary Schedule of Prior Audit Findings
 For the Year Ended December 31, 19__**

<u>Ref. No.</u> ¹	<u>Fiscal Year Finding Initially Occurred</u>	<u>Description of Finding</u>	<u>Corrective Action Taken (Yes, No, Partially)</u>	<u>Planned Corrective Action/Partial Corrective Action Taken</u> ^{2&3}
Section I - Internal Control and Compliance Material to the Financial Statements:				
_____	_____	_____	_____	_____
		_____		_____
		_____		_____
Section II - Internal Control and Compliance Material to Federal Awards: ⁴				
_____	_____	_____	_____	_____
		_____		_____
		_____		_____
Section III - Management Letter:				
_____	_____	_____	_____	_____
		_____		_____

Note: This summary schedule of prior audit findings should include all prior audit findings and management letter comments. This includes internal control findings, compliance findings with federal and state laws and regulations, and questioned costs relative to federal awards. If no findings have been reported under a specific section, the schedule should so state.

In addition, this summary schedule should include audit findings reported in the prior audit's summary schedule of prior audit findings, except those audit findings listed as corrected or no longer valid or not warranting further action.

- 1 Reference numbers the auditor assigns to the audit finding.
- 2 When audit findings are not corrected or are only partially corrected, the planned corrective action as well as any partial corrective action taken should be described.
- 3 Additional explanation is required when:
 - Corrective action taken is significantly different from corrective action previously reported.
 - Management believes the audit findings are no longer valid or do not warrant further action.
- 4 If a management decision has been issued by a federal or pass-through agency, this should be included.

 _____, Louisiana

**Corrective Action Plan for
 Current Year Audit Findings
 For the Year Ended December 31, 19__**

<u>Ref. No.¹</u>	<u>Description of Finding</u>	<u>Corrective Action Planned²</u>	<u>Name(s) of Contact Person(s)³</u>	<u>Anticipated Completion Date</u>
Section I - Internal Control and Compliance Material to the Financial Statements:				
_____	_____	_____	_____	_____
	_____	_____		
	_____	_____		
Section II - Internal Control and Compliance Material to Federal Awards:				
_____	_____	_____	_____	_____
	_____	_____		
	_____	_____		
Section III - Management Letter:				
_____	_____	_____	_____	_____
	_____	_____		

Note: This schedule should be completed at the completion of the audit and include all current audit findings and management letter comments. This includes internal control findings, compliance findings with federal and state laws and regulations, and questioned costs relative to federal awards.

If management does not agree with the audit findings or believes corrective action is not required, then the corrective action plan should include an explanation and specific reasons.

- 1 Reference numbers the auditor assigns to the audit finding.
- 2 Management should clearly state the actions taken to date or its intended actions. The actions should be listed in detail. For internal control and compliance findings material to federal awards, management should state whether the federal grantor or pass-through entity has been contacted concerning resolution of the matter.
- 3 Name(s) of contact person(s) responsible for corrective action.